

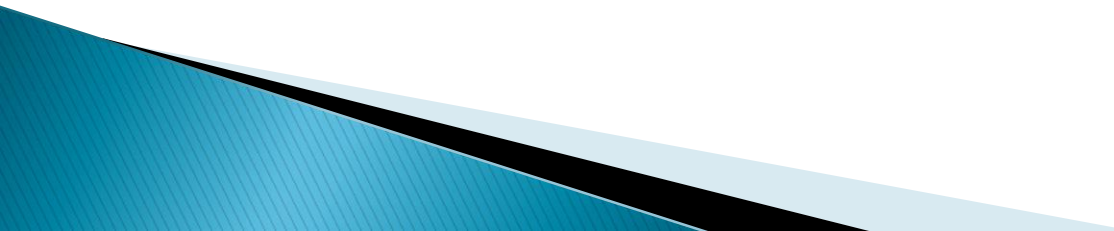
Emergency Solutions Grant – ETO ASIST Training – Rapid Re-Housing Programs

September 30th, 2013

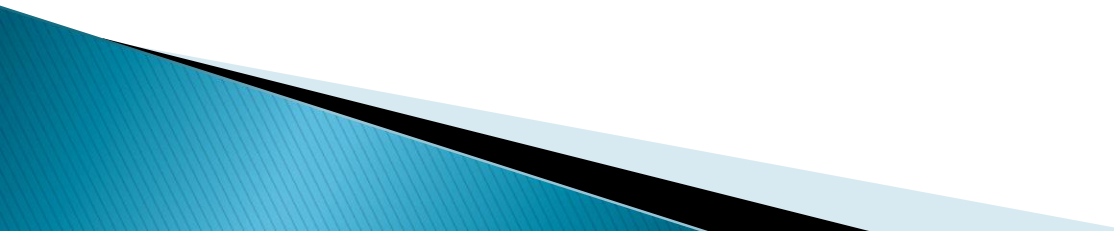
Presented by: Elisa Bresnahan & Bill Silvestri



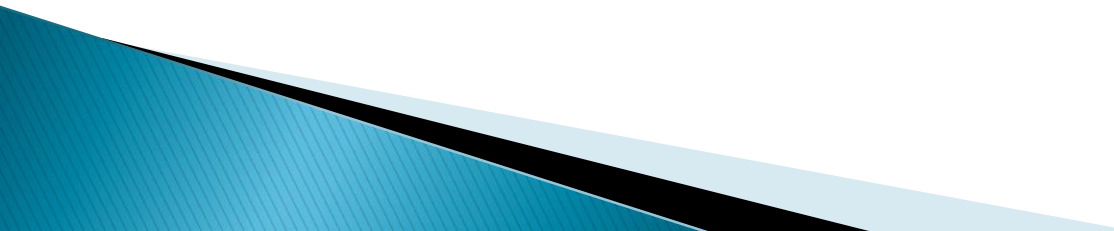
Agenda

- ▶ Introductions
 - ▶ Hands on training – please ask questions as we go along
 - ▶ Assessments
 - ▶ APR Report & Assessment data
 - ▶ CAPER data elements
 - ▶ Using ESG Touchpoints
 - ▶ Changing Entities to run APR or CAPER
 - ▶ Training is specific to DHCD funded Rapid Re-housing programs
- 


Client Record

- ▶ Must create a client record for each household member (participant), including children.
 - ▶ If a record for a participant already exists in ASIST, please review for accuracy when you enroll them into ESG.
- 


Participant Demographics

- ▶ Name – correct spelling is crucial. Enter name as it appears on the legal ID.
 - ▶ SSN – sometimes individuals will have a 9-digit client identification number assigned by DTA in order to receive benefits (TANF/SNAP). This number may be entered in place of an SSN with an SSN Quality Code of “Full SSN Reported.”
 - ▶ Gender – based on participants self-perceived gender identity. Do not solely use staff observations.
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Don't Know/Refused

- ▶ “Don't Know” means that the participant does not know the answer to the question
 - ▶ “Refused” means that the participant declined to answer the question
 - ▶ DO NOT use these choices to indicate that the program staff does not know the answer
 - ▶ If you don't know the answer – leave it blank
- 

Household Types

- ▶ All household members should be linked via a Household Record.
 - ▶ ASIST uses following 3 components of a participants' record to determine Household Type:
 - Date of birth – participants over 18 are considered adults
 - Household record – which participants are in a household together
 - Program enrollment dates – did the participants actually present together and receive services together
- 


Household Types

- ▶ Household without Children – Most common in ESG RRH programs. Includes;
 - Unaccompanied adults
 - Multiple adult households – couples & roommates
 - Pregnant women not accompanied by other children
- ▶ Household with Children – any household with at least one child. Includes;
 - Households with children with at least one adult
 - Households with only children – generally not allowable under ESG RRH
- ▶ Households with Unknown Configuration
 - Generally not acceptable under ESG RRH – means data is missing and ASIST is unable to determine household type.

Assessments – RRH

- ▶ 1 HUD Intake Assessment (at program enrollment)
 - MUST match intake date listed in case file
 - MUST be completed for EVERY household member
- ▶ 2 HUD Mid–Program Assessment (at least annually)
 - Not Required
 - Complete prior to contract end date if household is still enrolled in program
- ▶ 3 HUD Exit Assessment
 - Must match exit date listed in case file
 - Must be completed for EVERY household member

Program Enrollment Dates

- ▶ In most cases, all members of a household will have the same program enrollment date.
 - ▶ Exceptions include, birth of a child after enrollment, re-unification, etc.
 - ▶ Important to have accurate entry and exit dates for ESG reporting. Accurate dates also help ASIST determine what household type the participant belongs to.
- 

Assessment – Housing Status

- ▶ Their housing status at program entry – literally the night before you enrolled them in the program
- ▶ To be eligible for RRH, Housing Status can only be:
 - Literally Homeless
 - Place not designed for regular human habitation
 - A shelter
 - A hospital or other institution, if the participant was in shelter or place not mean for habitation prior to entry
 - Fleeing domestic violence situation

Assessment – Prior Residence

► Where did the client stay the night?

A-4. Housing Status

--Select--

☐ Click to See **Definitions** for each Housing Status

A-6. Where did the client stay last night?

- ☐ Emergency shelter, including hotel or motel paid for with emergency shelter voucher
- ☐ Foster care home or foster care group home
- ☐ Jail, prison, or juvenile detention facility
- ☐ Hospital (non-psychiatric)
- ☐ Hotel or motel paid for without emergency shelter voucher
- ☐ Owned by client, no ongoing housing subsidy
- ☐ Owned by client, with housing subsidy
- ☐ Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)
- ☐ Permanent Housing for formerly homeless persons (such as SHP, S+C or SRO Mod Rehab)
- ☐ Psychiatric hospital or other psychiatric facility
- ☐ Rental by client, no ongoing housing subsidy
- ☐ Rental by client, with VASH housing subsidy
- ☐ Rental by client, with other (non-VASH) housing subsidy
- ☐ Safe Haven
- ☐ Staying or living in a family members room apartment or house
- ☐ Staying or living in a friends room apartment or house
- ☐ Substance abuse treatment facility or detox center
- ☐ Transitional housing for homeless persons (including homeless youth)

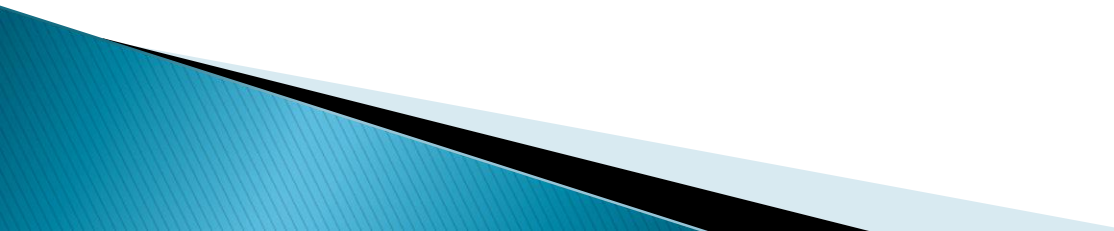
Assessment – Chronic Homelessness

- ▶ Chronically Homeless Person or Family is:
 - An unaccompanied homeless individual (18 or older) with a disabling condition; **OR**
 - A family with at least one adult member (18 or older) who has a disabling condition;

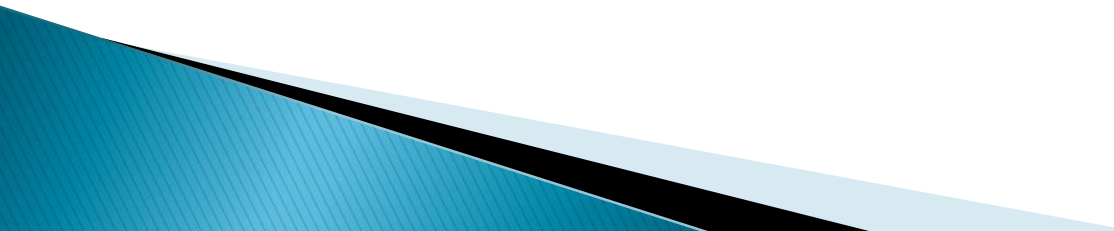
AND

- Has either been continuously homeless for a year or more; **OR**
- Has had at least four (4) episodes of homelessness in the past three (3) years

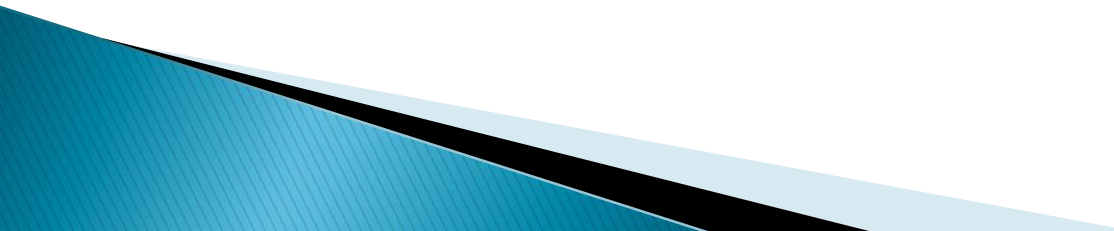
Assessment – DV

- ▶ Is the client a victim/survivor of domestic violence?
 - ▶ How recent is the domestic violence situation?
 - ▶ Will help DHCD to measure the impact of ESG on the DV population – please enter accurate data.
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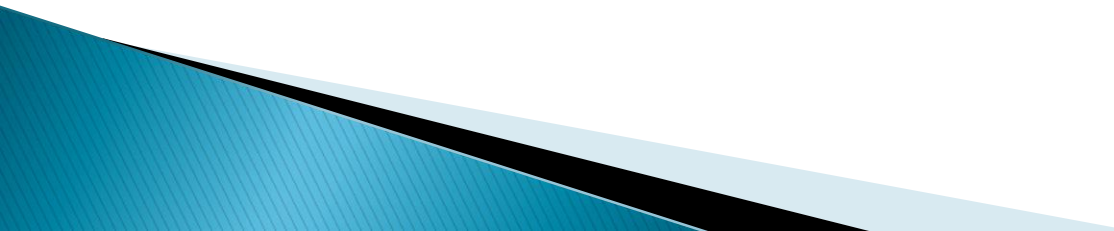
Assessment – Disability Information

- ▶ Refer to ASIST Training Guide for HMIS Data Entry
 - ▶ Important that accurate information is entered to help us evaluate the population served by ESG
 - ▶ Reported in CAPER
 - ▶ Data should be supported by documentation in case file
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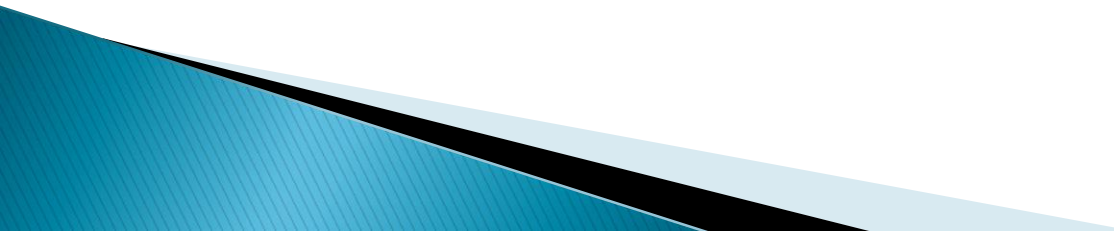
Assessment – Education, Employment, Income

- ▶ All of this information is pertinent to determining a households ability to maintain their housing.
 - ▶ Use assessment information to help guide your case management meetings.
 - ▶ These questions should be part of the intake assessment.
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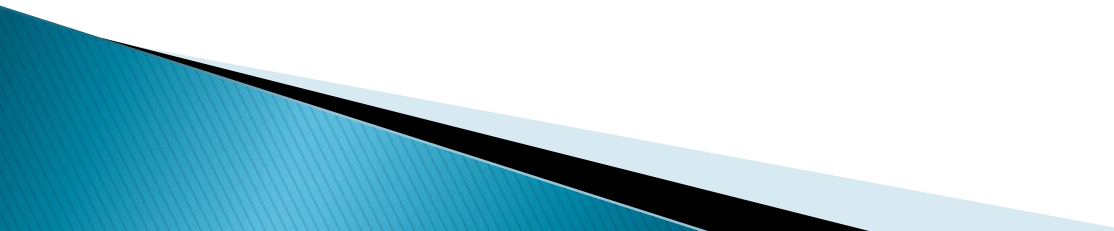
Assessment – Cash Income

- ▶ Refer to ASIST Training Guide for HMIS Data Entry
 - Includes descriptive explanation of each type of income
 - The same income source and income amount should not be assigned to more than one person in the same household.
 - SSI received on behalf of a minor child, income source/amount should be assigned the minor child.
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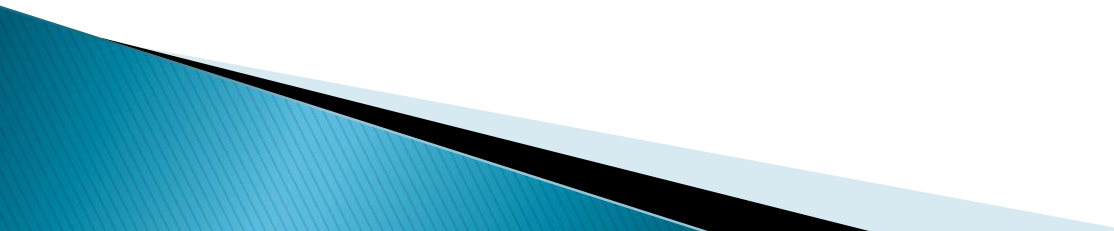
Assessment – Non-Cash Benefits

- ▶ Refer to ASIST Training Guide for HMIS Data Entry
 - Non-cash benefits should be assigned in HMIS to all members of the household for whom the benefit is intended.
 - If family receives food stamps, then each family member should have record of receiving food stamps
 - At intake, no participants should be receiving Section 8, Public Housing , or Other Rental Assistance. If they are, they are not eligible for ESG.
- 

Mid – Program Assessment

- ▶ No longer required for DHCD RRH programs
 - ▶ Programs are encouraged to complete a mid-program assessment any time there is a change in a participant's situation or towards the end of the contract period of the participant will 'roll over' into the new program year.
 - ▶ You may choose to pre-populate data from previous intake assessment. If you do so, be sure to review all of the responses to ensure they are accurate and up to date.
- 

HUD Exit Assessment

- ▶ Required for all participants exiting the program – including children.
 - ▶ Should align with the actual exit date recorded in the case file
 - ▶ You can pre-populate from previous assessments, but be sure to update information!
- 

HUD Exit Assessment

- ▶ Reason for leaving the program, record only the primary reason for leaving
- ▶ Used, in part, to help us monitor the effectiveness of ESG RRH programs

A-82. Reason for leaving the program? (Non-Emergency Assistance Programs)

A-83. If Other reason for leaving, specify

A-84. Where did the client go upon exit?

--Select--

A-85. If Other destination upon exit, specify

A-86. What type(s) of housing subsidies were used for this placement? (Select all

☐ HomeBASE

☐ ESG

☐ Section 8 Mobile (tenant-based) Voucher

--Select--

Completed program

Needs could not be met by program

Reached maximum time allowed by program

Left for a housing opportunity before completing program

Non-compliance with program

Disagreement with rules/persons

Criminal activity/destruction of property/violence

Non-payment of rent/occupancy charge

Death


Unknown/disappeared

Other

HUD Exit Assessment

- ▶ Where did client go upon exit?
- ▶ ASIST groups the options into four types for APR;
 - Permanent
 - Temporary
 - Institutional Setting
 - Other

Helps us to monitor the effectiveness of RRH programs.



HUD Exit Assessment

- ▶ Refer to ASIST Training Guide for HMIS Data Entry for detailed explanation of each location

84. Where did the client go upon exit?

85. If Other destination upon exit, specify

86. What type(s) of housing subsidies were used?

☐ HomeBASE

☐ ESG

☐ Section 8 Mobile (tenant-based) Voucher

☐ Section 8 Project-Based

☐ Private Subsidized Housing (e.g. tax credit)

☐ Leading the Way Home - BHA

☐ Other public housing

☐ MRVP

☐ Transportation out of state

☐ No Subsidy Used

Section B. Destination Address

--Select--

Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)

Emergency shelter, including hotel or motel paid for with emergency shelter voucher

Transitional housing for homeless persons (including homeless youth)

Safe Haven

Permanent supportive housing for formerly homeless persons (such as SHP, S+C, or SRO Mod Rehab)

Rental by client, no ongoing housing subsidy

Rental by client, VASH Subsidy

Rental by client, other (non-VASH) housing subsidy

Owned by client, no ongoing housing subsidy

Owned by client, with ongoing housing subsidy

Staying or living with family, temporary tenure (e.g., room, apartment or house)

Staying or living with family, permanent tenure

Staying or living with friends, temporary tenure (e.g., room apartment or house)

Staying or living with friends, permanent tenure

Psychiatric hospital or other psychiatric facility

Substance abuse treatment facility or detox center

Hospital (non-psychiatric)

Jail, prison, or juvenile detention facility

Hotel or motel paid for without emergency shelter voucher

Foster care home or foster care group home

Deceased

Other

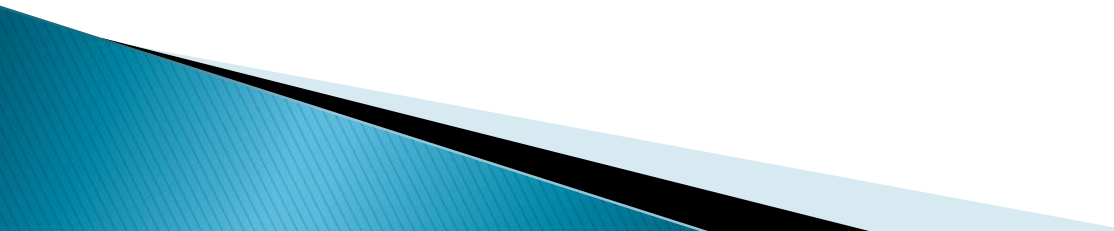
Refused

Don't Know

CAPER

- ▶ Information will likely change for FFY13 CAPER Report (Due to HUD September 30, 2014)
- ▶ What we know...
 - # of persons in households
 - Gender
 - Male
 - Female
 - Transgendered
 - Unknown
 - Age
 - Special populations
 - Veterans
 - Victims of DV
 - Elderly
 - HIV/AIDS
 - Chronic Homelessness
 - Persons with disabilities
 - Severely Mentally Ill
 - Chronic Substance Abuse
 - Other Disability

TouchPoints

- ▶ Two TouchPoints
 - ▶ Rapid Re-housing Placement – Allows you to track placement dates in ETO ASIST
 - ▶ Housing Retention – Allows you to track housing retention follow up's in ETO ASIST
 - ▶ Please use them!!!
- 

TouchPoint – Placement

ESG Rapid Re-Housing Placement for Elisa Fake on



Identifier:

PAGE #1. ESG RRH Placements

A-1. Program Start Date

A-2. Date of Placement



A-3. Number of days from Program Enrollment until Placement

A-4. Address of unit:

Country:

Zip/Postal Code:

Addressline1:

Addressline2:

TouchPoint – Housing Retention

ESG Housing Retention for Elisa Fake on



Identifier:

PAGE #1. First Page

A-1. Program Start Date: 9/29/2013

A-2. Please select the number of months since the household was initially placed into housing

☐ 3 months

☐ 6 months

☐ 9 months

☐ 12 months